



Administrative Policies and Procedures: 27.23

Subject:	Transporting Youth in Youth Development Centers and DCS Group Homes
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA: 3-JTS-3A-15; DCS Practice Model Standard: 8-303, 8-306
Application:	To All Department of Children's Services Youth Development Center Superintendents and DCS Group Home Supervisors and Employees

Policy Statement:

Employees shall follow appropriate guidelines and procedures to ensure safety and security when transporting adjudicated delinquent youth outside of the facility or from one jurisdiction to another.

Purpose:

To ensure guidelines for transporting youth adjudicated delinquent outline safety and security protocols and are made available to all employees involved in transporting.

Procedures:

A. Written local procedures

1. Responsibility

Youth development center superintendents and DCS group home supervisors must establish written procedures for transporting youth. The procedures must be reviewed annually and documented.

2. Contents

Written procedures must include, at a minimum, the following:

- Provisions to ensure that appropriate documents are transported with youth
Review DCS policy [9.8, Transfer of Child/Youth Case Files](#);
- Consideration of security requirements of the youth(s) being transported;
- Provisions to ensure that transported youth are restrained by safety and/or seat belts at all times while the vehicle is in motion;
- Responsibilities of the vehicle operator;
- Emergency procedures;
- Specific limitations or prohibitions, if applicable, and
- Procedures for transporting female youth off-campus. A female staff member must accompany a female youth at all times when being transported off-campus.

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Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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